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## Quick Sheet: TANF ACF-196R – Clone Reports

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**Audience:** Grantees

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### Purpose

Provide instructions for cloning report forms in the Online Data Collection (OLDC) system. Cloning a report copies all data (including attachments) from the previous report period to the current period.

Only submitted forms may be cloned. Forms with a status of saved, validated, or certified cannot be cloned. Additionally, revisions cannot be cloned.

*Note: If you would like to clone the latest ARRA ACF-196 form report into the 4th quarter for Fiscal Year 2014, you are only able to clone from the 1st quarter of Fiscal Year 2012 and later. For instructions on cloning the ARRA ACF-196, please view the Quick Sheet: Clone the ARRA ACF-196.*

### Steps

1. Log into Secure Sign-In (<https://extranet.acf.hhs.gov/ssi/>) and launch OLDC.
2. From OLDC “Home”, click the link **Report Form Entry**.
3. The “Program & Grantee Selection” screen displays. Make all selections and click the **Enter** button.
4. The “Grant & Report Period Selection” screen appears. Select a **Funding/Grant Period** and **Report Period**.
5. From the *Select Action* dropdown menu, choose **Clone Previous Quarter**.
6. Click the **Enter** button.



### Grant & Report Period Selection

Program Name: Temporary Assistance for Needy Families  
Grantee Name: VIRGINIA  
Report Name: ACF-196R : Part 1: Expenditure Data

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open ▾

Step 2: Report Period:

Select	Reporting Period:	Due Date:	Status:
<input checked="" type="radio"/>	04/01/2015 - 06/30/2015	08/14/2015	
<input type="radio"/>	01/01/2015 - 03/31/2015	05/15/2015	Submitted
<input type="radio"/>	10/01/2014 - 12/31/2014	02/14/2015	Submission Accepted by CO

Step 3: Select Action: Clone Previous Quarter ▾

Enter



7. The "Report" screen appears with the pop-up message "Cloning is completed successfully." Click **OK**.

The screenshot shows the 'Report' screen in the OLDC system. At the top, there is a navigation bar with links: OLDC Home, Grantee Selection, Report Selection, **Report**, and Report Form Status. Below the navigation bar, a large light blue box contains the following information:

- [Program Name:](#) Temporary Assistance for Needy Families
- [Grantee Name:](#) VIRGINIA
- [Report Name:](#) ACF-196R : Part 1: Expenditure Data
- [Funding/Grant Period:](#) 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open
- [Report Period](#)
- [Report Status](#)

Below this box is a progress bar with several stages: **Initialized** (with a green checkmark), Edit-Saved, Validated, C/O Approved, and C/O Approved. A pop-up message box titled 'Message from webpage' is overlaid on the progress bar, displaying a yellow warning icon and the text 'Cloning is completed successfully.' with an 'OK' button highlighted by a red rectangle. Below the progress bar are buttons: Save, View/Add Attachments, Validate, and Print.

At the bottom, there is a 'Grantee Information' table:

State	Grant Year	Fiscal Year	Report Quarter Ending	Next Quarter Ending	Report is Submitted as:
VIRGINIA	2014	2015	06/30/2015	12/31/2015	<input checked="" type="radio"/> New <input type="radio"/> Revised <input type="radio"/> Final

8. Begin working on the new report.